

Guidelines for Allowable Items for Reimbursement Missouri Breastfeeding Peer Counseling Program (BFPC)

Categories	Special BFPC Funding 1
Wages, Salary, and Benefits	<ul style="list-style-type: none"> ▪ A minimum rate at or above minimum wage. The payment must be made directly to peer counselors. ▪ Providing gift certificates to peer counselors in place of salary is not allowed. ▪ Hours for providing peer counseling services, attending meetings, and trainings. ▪ Hours for managing the program, including supervision. ▪ The majority of Special BFPC Funding 1 should be used for peer counselor salary.
Other Program Expenses	<ul style="list-style-type: none"> ▪ All expenses listed below for Special BFPC Funding 2 and any additional expenses necessary to manage an effective Breastfeeding Peer Counselor Program. ▪ Includes items that can be given to participants, such as breastfeeding supplies and literature.

Categories	Special BFPC Funding 2
Wages, Salary, and Benefits	<ul style="list-style-type: none"> ▪ A minimum rate at or above minimum wage. The payment must be made directly to peer counselors. ▪ Providing gift certificates to peer counselors in place of salary is not allowed. ▪ Hours for providing peer counseling services, attending meetings, and trainings. ▪ Hours for managing the program, including supervision. ▪ The majority of Special BFPC Funding 2 should be used for peer counselor salary.
Office Costs and Supplies	<ul style="list-style-type: none"> ▪ Nametags for peer counselors. ▪ Breastfeeding resources, such as breast models, breastfeeding books, and dolls. ▪ Outreach materials to promote services through BFPC and recruit peer counselors.
Training and Retention	<ul style="list-style-type: none"> ▪ Cost for conducting training sessions or in-services to peer counselors, including cost of training materials. ▪ Cost of attending the BFPC training sessions in Jefferson City for program coordinators. ▪ Cost of attending regional peer counseling trainings, quarterly meetings, BFPC conferences, and other approved training, including meals, lodging, mileage, and other approved expenses. ▪ Recognition items for peer counselors, such as t-shirts.
Travel	<ul style="list-style-type: none"> ▪ Costs incurred for traveling to and from hospital and home visits, or satellite clinics. ▪ Costs incurred for travel for outreach activities.
Telephone and Mail	<ul style="list-style-type: none"> ▪ Cost of a cell phone or cost of making phone contacts while providing peer counseling services. ▪ Cost for mailing and postage.
	<ul style="list-style-type: none"> ▪ Expenses must be used to support the work of the peer counselor. ▪ Items that are distributed to participants are not allowed under Special BFPC Funding 2.